



Planning & Building Department
Planning Division – Development Processing
276 Fourth Avenue, Chula Vista, CA 91910
(619) 691-5101

TENTATIVE SUBDIVISION MAP APPLICATION CHECKLIST

Please have Planning staff review the requirements with you for your specific project before preparing your plans for submittal.

Note: For Residential Condominium Conversions – Do not use this form, please refer to the Residential Condominium Conversion Procedure Guide and Requirements and the Residential Condominium Conversion Application Checklist from the Planning Division. For Commercial Condominium Conversions – see handouts from the Engineering Department

MAPS, REPORTS, STATEMENTS AND EXHIBITS

All maps and plans must be folded to size of 8-1/2 x 11"

	Staff Use
<input checked="" type="checkbox"/> TENTATIVE MAP –22 copies, one (1) reproducible and one digital file (DXF or DWG format) upon filing	<input type="checkbox"/>
Format	
<input checked="" type="checkbox"/> Minimum size 18" x 26" / Maximum size 36" x 60"	<input type="checkbox"/>
<input checked="" type="checkbox"/> Minimum Scale 1" = 100'	<input type="checkbox"/>
Informational Notes	
<input checked="" type="checkbox"/> Subdivision Name (Unit numbers when applicable)	<input type="checkbox"/>
<input checked="" type="checkbox"/> Legal Description	<input type="checkbox"/>
<input checked="" type="checkbox"/> Assessor's Parcel Number(s)	<input type="checkbox"/>
<input checked="" type="checkbox"/> Date of Preparation and Revisions	<input type="checkbox"/>
<input checked="" type="checkbox"/> Name, Address and Telephone Number of : Owner(s) (Also signature) Subdivider Engineer (Also registration or License No)	<input type="checkbox"/>
<input checked="" type="checkbox"/> Gross Area of Subdivision (Acres or Square Feet)	<input type="checkbox"/>
<input checked="" type="checkbox"/> Total Number of Lots	<input type="checkbox"/>
<input checked="" type="checkbox"/> Total Number of each type of Lot (Residential, Open Space, etc.)	<input type="checkbox"/>
<input checked="" type="checkbox"/> Area devoted to each proposed use	<input type="checkbox"/>
<input checked="" type="checkbox"/> Minimum, Maximum and Average Lot Size	<input type="checkbox"/>
<input checked="" type="checkbox"/> Present and Proposed Zoning	<input type="checkbox"/>
<input checked="" type="checkbox"/> Present and Proposed Use(s)	<input type="checkbox"/>
<input checked="" type="checkbox"/> Proposed Water Supply	<input type="checkbox"/>
<input checked="" type="checkbox"/> Proposed Sewer Disposal	<input type="checkbox"/>
<input checked="" type="checkbox"/> Drainage and Flood Control Measures	<input type="checkbox"/>
Map Information – General	
<input checked="" type="checkbox"/> Vicinity Map with North Arrow and Scale	<input type="checkbox"/>
<input checked="" type="checkbox"/> North Arrow	<input type="checkbox"/>
<input checked="" type="checkbox"/> Written Scale (Words or Figures)	<input type="checkbox"/>
<input checked="" type="checkbox"/> Graphic Scale	<input type="checkbox"/>
<input checked="" type="checkbox"/> Subdivision Boundaries Fully Dimensioned (Approximate Values)	<input type="checkbox"/>
<input checked="" type="checkbox"/> Proposed Boundaries as solid lines, existing as dashed lines	<input type="checkbox"/>
<input checked="" type="checkbox"/> City and County Boundaries Identified	<input type="checkbox"/>
<input checked="" type="checkbox"/> Adjacent Lands Owned, Leased or Under Option by the Subdivider Shown	<input type="checkbox"/>
<input checked="" type="checkbox"/> References to Adjacent Recorded Maps by Name, Type and Number	<input type="checkbox"/>

- (a) Plus one colored copy
(b) Plus 28 copies reduced to 8-1/2 x 11" or other approved reduction
(c) 35mm slides of colored exhibit if colored

TENTATIVE MAP – Format & Contents (continued)

Staff Use

Map Information – Existing Land And Improvements

- ☒ Contours: Maximum Five (5) Foot Intervals to Extend 100 Feet Beyond Subdivision Boundaries and to Include Total Ownership
- ☒ Predominant Ground Slopes in Vicinity Shown and Noted
- ☒ Buildings – Location or Relocation – Size and Shape (to scale)
- ☒ Contiguous Highways, Streets and Roads – Names, Grades, Widths, if Private so Designated
- ☒ Trees – Groves and Orchards Outlined, Trees of 4"+ Diameter Shown
- ☒ Easements – Location, Type, Size, Public or Private
- ☒ Sewers – Location, Type, Size, Manholes with Invert and Manhole Elevations
- ☒ Water Lines – Location, Size and Type
- ☒ Gas Lines – Location, Size and Type
- ☒ Electrical, Telephone, Cable Lines – Location, Size, Type, Poles, Overhead or Underground
- ☒ Drainage Improvements – Location, Size and Type
- ☒ Water Courses – Widths and Direction of Flow
- ☒ Lines of Inundation for the Design Flood

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Map Information – Proposed Development

- ☒ Preliminary Grading –Including Off-Site (Slope Rights Obtained?)
- ☒ Benches, Retaining Walls and Brow Ditches Shown
- ☒ Trees to be Removed Identified
- ☒ Pad Elevations Noted
- ☒ Lots – Fully Dimensioned, Size, Shape, Orientation, Net Area of Each Lot (sq. ft.), and Numbered Consecutively
- ☒ Highways, Streets and Roads – Names, Grades, Widths, Typical Cross Section of Each Street. If to be Private so Designated, Connection to Existing Street Network, Curve and Cul-De-Sac Radius. If new street names will be proposed, label new names.
- ☒ Sewers – Location, Type, Size, Manholes Numbered, Invert and Manhole Elevations and Access to all Manholes
- ☒ Drainage Improvements – Location, Size and Type
- ☒ Easements – Location, Type, Size, Public or Private
- ☒ Bicycle Paths, Riding and Hiking Trails, and Pedestrian Way (if applicable)

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MAPS, REPORTS, STATEMENTS AND EXHIBITS, (Continued)

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Staff Use

☒ **CONCEPTUAL LANDSCAPE PLANS** 22 Copies of Plans required

Preliminary Landscape Plans must be folded to 8 1/2 x 11" and show the following:

Planting plan indicating conceptual location of trees, shrubs and groundcover

Trees to remain or be removed

Percentage of Landscaped area to total site

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☒ **SITE UTILIZATION PLAN** 22 Copies of Plans required

This map should show the location of the site and the relationship of the proposed project to existing surrounding uses. The map shall indicate the proposed project site plan and all of the following items within a 600-ft. radius:

All parcel lines and streets (R.O.W., improvements, drainage facilities)

Location and use of structures

Adjacent access and circulation

Existing zoning and land use

An aerial photograph may be used if features are properly labeled.

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☒ Preliminary Title Report – 2 copies

☒ Preliminary Soils Report – 1 copy

☒ Geological Report – 1 copy

☐ Scenic Highways Proposal – 1 copy (if required)

☐ Development Standards – 1 copy (P-C zone)

☐ Affirmative Fair Marketing Plan – 1 copy for developments of 50 or more lots/units

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